

**Associated Students, Inc.**  
**California Polytechnic State University**  
**San Luis Obispo**

**Kappa Kappa Psi Chapter Bylaws**  
**Revised June 3, 2007**

**Article I. Preamble**

- 1.1 This Chapter of Kappa Kappa Psi, National Honorary Fraternity for College Bandmembers, has been formed in order to provide service and assistance to the Cal Poly Bands. It is the intent of this organization to abide by pertinent State, University, and ASI regulations.

**Article II. Purposes**

- 2.1 Be it known that Kappa Kappa Psi, National Honorary Fraternity for College Bandmembers, is an organization operating exclusively in the field of the college and university bands, and for the following several purposes:
- 2.1.1 To promote the existence and welfare of the college and university bands and to cultivate at large a wholesome respect for their activities and achievements.
  - 2.1.2 To honor outstanding bandmembers through privilege of membership extended as a reward for technical achievement and appreciation for the best in music.
  - 2.1.3 To stimulate campus leadership and promulgate an uncompromising respect through the medium of the college band for gracious conduct, good taste, and unswerving loyalty.
  - 2.1.4 To foster a close relationship between college bands and promote a high average of attainment by the performance of good music and selection of worthwhile projects.
  - 2.1.5 To provide a pleasant and helpful social experience for all engaged in college band work, and to cooperate with other musical organizations in any manner consistent with the purposes of California Polytechnic State University, San Luis Obispo.

**Article III. Identification**

- 3.1 This organization, Chapter 232 of Kappa Kappa Psi, National Honorary Fraternity for College Bandmembers, located at California Polytechnic State University, San Luis Obispo, shall be named Iota Pi as assigned by the National Council of Kappa Kappa Psi.

**Article IV. Membership**

- 4.1 Membership Requirements and Distinctions in addition to the requirements as stated in section 6.5 of the Kappa Kappa Psi National Constitution are:
- 4.1.1 Active members shall be registered students of this university, enrolled in the university band program, and formally initiated members of Kappa Kappa Psi. They shall follow the attendance policy in accordance with Article IV, pay all fees and dues in accordance with Article VIII, maintain a cumulative GPA above 2.0 for undergraduate students and above 3.0 for graduate students, and be considered in good standing with the chapter.
  - 4.1.2 Conditional members shall be formerly Active or Associate members who cannot, without undue hardship, continue to meet the requirements for Active or Associate status, respectively. The Active member must submit a letter to the Chapter President and Recording Secretary requesting Conditional status and stating the specific reasons for the request. This request shall be proposed to the chapter for approval by a majority vote, and authorized by the Chapter Advisor/Sponsor. Conditional members may, at the discretion

of the chapter, attend meetings, observe Ritual, participate in chapter activities, attend District events and/or meetings, and attend National Convention, but shall not hold office, introduce business, or act in the capacity of a new Big Brother. Conditional members shall also pay all fees and dues in accordance with Article VIII.

- 4.1.3 Inactive members shall be considered not in good standing with the fraternity. In addition, they shall not wear letters or regalia pertaining to the Fraternity and shall return all said items in their possession at the time of their attainment of Inactive status.
  - 4.1.4 Associate members shall be defined as per the Kappa Kappa Psi National Constitution.
  - 4.1.5 Honorary members shall be defined as per the Kappa Kappa Psi National Constitution.
  - 4.1.6 Alumni members shall be defined as per the Kappa Kappa Psi National Constitution. Alumni members have all rights and privileges of Active or Associate membership except voting, introducing business, and serving in the capacity of a new Big Brother.
  - 4.1.7 Life members shall meet all of the requirements of an Alumni member of this chapter, and upon payment of the set Life Membership contribution and submittal of a completed application to the National Headquarters, be entitled to Life Membership privileges, in accordance with the Kappa Kappa Psi National Constitution.
- 4.2 In accordance with ASI guidelines:
- 4.2.1 There may be no membership discrimination on the basis of race, sex, religion, national origin, or sexual preference.
  - 4.2.2 This organization or any of its members shall not conspire to commit any act that causes or is likely to cause bodily danger or physical or emotional harm to any member of the campus community.
- 4.3 Guidelines for initiation and membership shall be in accordance with the Kappa Kappa Psi National Constitution.
- 4.3.1 Eligible individuals shall be permitted entry into the Membership Education Program at the request of an active or associate member of the Fraternity. A negative vote of twenty-five (25) percent or five (5) members, whichever is greater, of the eligible voting membership shall be required to prevent a person from entering the Membership Education Program.
  - 4.3.2 After entry into the Membership Education Program, each membership candidate must receive a favorable vote of seventy-five (75) percent of the eligible voting membership to continue in the Program. Should a candidate fail to receive the required supermajority, he/she shall be removed immediately from the Membership Education Program and shall no longer be considered a candidate for membership.
  - 4.3.3 Prior to initiation, each membership candidate must again receive a favorable vote of seventy-five (75) percent of the eligible voting membership, and must meet all requirements set forth in the Kappa Kappa Psi National Constitution.
- 4.4 Guidelines for suspension and expulsion of Active members shall be in accordance with the Kappa Kappa Psi National Constitution.
- 4.5 Attendance
- 4.5.1 All Active and Associate members are required to attend all general meetings and Rituals.
  - 4.5.2 In the event that an Active or Associate member is unable to attend a meeting or Ritual on time, it is the responsibility of that member to inform the President or Recording Secretary of the reason for the absence in advance.
  - 4.5.3 Tardiness shall be counted as half of a regular absence.
  - 4.5.4 Absence or tardiness during Ritual shall be counted twice the normal amount.
  - 4.5.5 The President and Recording Secretary shall review each absence and decide if the absence is excused or unexcused.
  - 4.5.6 Failure to notify the President or Recording Secretary of the absence in advance (except in case of emergency) shall automatically result in an unexcused absence.

- 4.5.7 In the event that an Active or Associate member has three or more unexcused absences in any one quarter, probation proceedings shall be initiated against that member. The Executive Council shall suggest the terms of probation at the beginning of the probation proceedings.

## Article V. Officers

- 5.1 The officers of the chapter, known as the Executive Council, shall be: President, Vice President, Recording Secretary, Treasurer, Correspondence Secretary, Alumni Secretary, Historian. The officers shall serve for a period of one year, and shall not be compensated.
- 5.2 Officers shall:
  - 5.2.1 Have at least a 2.0 GPA at the time of nomination and election and must maintain at least a 2.0 GPA while in office.
  - 5.2.2 Be an Active member of this chapter in good standing at the time of election.
  - 5.2.3 Be capable of representing this chapter under all normal conditions.
  - 5.2.4 Have the best interests of this organization at heart.
  - 5.2.5 Be willing and able to devote the necessary time to the execution of the office.
- 5.3 Duties of officers shall be defined as per the Kappa Kappa Psi National Constitution. In addition, all officers must maintain and update a Handbook for their respective office.
  - 5.3.1 The President shall:
    - 5.3.1.1 File the Chapter Renewal Application with ASI Club Services at the beginning of the year.
    - 5.3.1.2 Submit an end-of-the-year report to Cal Poly Student Life and Activities following chapter elections and prepare and submit the new officers list immediately following chapter elections to the National Headquarters.
    - 5.3.1.3 Meet regularly with the Chapter Advisor/Sponsor.
    - 5.3.1.4 Vote only when his/her vote will affect the result, or when the vote is by ballot.
  - 5.3.2 The Vice President shall:
    - 5.3.2.1 Be responsible for the chapter Post-Membership Education Program, for the participation and execution of the Ritual, and for the safekeeping of the Ritual and its secrets.
    - 5.3.2.2 Prepare the Initiate Registration Form and submit it to the President.
  - 5.3.3 The Recording Secretary shall:
    - 5.3.3.1 Take attendance in accordance with Article IV.
    - 5.3.3.2 Take minutes at all official Fraternity meetings.
    - 5.3.3.3 Maintain a permanent record of each member of the chapter including name, address, telephone number, email address, and chapter roster number.
  - 5.3.4 The Treasurer shall create a chapter budget at the beginning of the academic year and maintain it throughout the year.
  - 5.3.5 The Correspondence Secretary shall:
    - 5.3.5.1 Communicate with other chapters, including but not limited to holiday greetings, chapter anniversaries, and event promotions.
    - 5.3.5.2 Submit articles for each District and National publication and notify the chapter of all publication deadlines.
    - 5.3.5.3 Be encouraged to produce a quarterly chapter newsletter.
  - 5.3.6 The Alumni Secretary shall:
    - 5.3.6.1 Collect address and other applicable Alumni information for all members graduating or leaving the university.
    - 5.3.6.2 Supply Alumni information to Kappa Kappa Psi National Headquarters and any Alumni Associations pertinent to Iota Pi.
    - 5.3.6.3 Organize a Chapter Alumni Day and promote other Alumni activities.

- 5.3.7 The Historian shall:
  - 5.3.7.1 Update the chapter bulletin board at least once per quarter.
  - 5.3.7.2 Coordinate chapter displays for District and National Conventions.
- 5.4 Other officers shall be appointed by the Executive Council based on resume submittal and an open interview. They shall be appointed at the beginning of the term and approved by the Chapter Advisor/Sponsor.
  - 5.4.1 A Web Manager shall be appointed to maintain the chapter website and email aliases.
  - 5.4.2 A Festival Coordinator shall be appointed to complete all tasks as outlined by the directors of the Cal Poly Wind Orchestra, Symphony, and Jazz Bands, and run all aspects of the Music Festival, serving as the liaison between the conductors and the participating students. He/She shall be the chair of the Festival Committee, and have regularly scheduled meetings with the directors of the Cal Poly Wind Orchestra, Symphony, and Jazz Bands.
  - 5.4.3 A Parliamentarian shall be appointed to maintain a thorough understanding of the chapter's governing documents and to advise the chapter on matters of parliamentary procedure.
- 5.5 Elections
  - 5.5.1 Elections shall be held in May.
  - 5.5.2 Nominations shall be accepted starting two weeks prior to the election meeting.
  - 5.5.3 All nominations must be seconded and the member nominated must accept in order to be considered for office.
  - 5.5.4 Elections shall be run by the current President.
  - 5.5.5 The order of election shall be: President, Vice President, Recording Secretary, Treasurer, Correspondence Secretary, Alumni Secretary, Historian.
  - 5.5.6 A candidate not elected to his/her nominated office may choose to run for another subsequent office without further nominations.
  - 5.5.7 Elections shall be secret ballot.
  - 5.5.8 Officers shall be elected by a simple majority vote of the entire voting membership of the organization.
  - 5.5.9 The member running for office must be present at the election meeting in order to be elected.
  - 5.5.10 In the case of a lack of majority vote, a runoff election shall be held between the candidates with the two highest numbers of votes.
  - 5.5.11 The results shall be made known to the membership following the election of each office.
  - 5.5.12 New officers shall be installed at the last general meeting of the academic year.
- 5.6 Special Elections
  - 5.6.1 In the event that an officer position becomes vacant, a special election shall be held.
  - 5.6.2 Nominations shall be held at the meeting in which the special election occurs.
  - 5.6.3 Elections shall be held immediately following the nominations.
  - 5.6.4 The term of a specially elected officer begins immediately following the election.
  - 5.6.5 The specially elected officer shall serve for the remainder of the term of the officer being replaced.
- 5.7 Recall Elections
  - 5.7.1 In the event that an officer is not performing his/her duties, any Active or Associate member may make a motion to recall that officer.
  - 5.7.2 Following a second to the motion, a secret ballot shall be held to determine if the officer should be recalled. The officer in question cannot vote.
  - 5.7.3 If a unanimous vote is obtained, the officer is recalled from office, and a special election shall be held immediately to fill the vacancy.
- 5.8 Special Conditions

- 5.8.1 In the event that the chapter's membership falls below eight (8) members, the chapter shall elect an Executive Officer to replace the office board.
- 5.8.2 The Executive Officer shall be responsible for carrying out all of the above officers' duties.
- 5.8.3 The Executive Officer's title shall be President.
- 5.8.4 The Executive Officer's term of office shall be until a full officer board can be reinstated or until the next regular election.
- 5.8.5 The Executive Officer shall be encouraged to delegate the responsibilities of the officers to the other members of the chapter, except that of the duties of the Treasurer.

## **Article VI. Meetings**

- 6.1 General Meetings
  - 6.1.1 Meetings shall be scheduled at least twice a month during the Fall, Winter and Spring quarters.
  - 6.1.2 Meetings shall not be scheduled over academic breaks.
  - 6.1.3 Business cannot be conducted unless a quorum of fifty percent (50%) of the Active and Associate membership and two (2) officers is present.
  - 6.1.4 If an Active or Associate member is unable to attend a meeting, that member may proxy his/her vote to any other eligible voting member who is present at the meeting and who is not already acting as the proxy for another member.
  - 6.1.5 Robert's Rules of Order shall be referred to for all parliamentary procedures not covered by these bylaws.
- 6.2 Special Meetings
  - 6.2.1 Special Meetings may be called by an officer or by fifty percent (50%) of the eligible voting membership of the organization.
  - 6.2.2 All members must be given at least forty-eight (48) hours notice prior to the meeting time.
- 6.3 No official meetings shall be required during Summer quarter.

## **Article VII. Committees**

- 7.1 Committees shall be created as needed by the President.
- 7.2 A chairperson shall be appointed by the President for each committee.
- 7.3 Committees may be disbanded by the President and the committee chairperson when the committee's function is no longer needed.

## **Article VIII. Finances**

- 8.1 Funds must be administered through the ASI account service and within ASI policies and procedures.
- 8.2 All monies shall be received and expended by the chapter Treasurer.
- 8.3 Dues
  - 8.3.1 The organization shall annually collect dues from the Active, Associate and Conditional membership by October 8<sup>th</sup>.
  - 8.3.2 The dues collected shall consist of two parts: the first part required by the National Headquarters of Kappa Kappa Psi, and the second to be set aside for the chapter's general fund. The amount of the second part shall be determined by a simple majority vote at the second general meeting of the fall quarter.
  - 8.3.3 Problems arising from the inability of a member to pay dues in the allotted time (not the willful non-payment of dues) shall be dealt with on an individual basis by the President,

the Treasurer, and the Advisor/Sponsor. A contract will be arranged between the Treasurer and this member for the full payment of dues by the 7<sup>th</sup> week of the Fall quarter.

- 8.3.4 No member of this chapter shall be compelled to accept Inactive status because of inability to pay dues without approval of a majority of the voting Active membership.

#### **Article IX. Advisor/Sponsor**

- 9.1 The Advisor/Sponsor shall be a member of the teaching or administrative faculty or staff whom shall be approved in advance by his/her respective department chair and dean.
- 9.2 The Advisor/Sponsor shall operate under the authority of the Director of Bands, act as a consultant to this chapter and assist the group in its growth and development. He/She shall provide direction through advice, understanding, and clarification.

#### **Article X. Amendments**

- 10.1 Proposed amendments or changes to these bylaws shall be presented to the chapter in writing at least one meeting before a formal vote is taken.
- 10.2 Approval by two-thirds (2/3) of the eligible voting membership at a regularly scheduled meeting shall pass a proposed change.
- 10.3 Amendments must be approved by the ASI Codes and Bylaws Committee, Board of Directors, and the university before becoming effective.
- 10.4 A copy of any alterations to this document must be filed at California Polytechnic State University, San Luis Obispo, and with the National Headquarters of Kappa Kappa Psi.

#### **Article XI. Conflict**

- 11.1 These bylaws shall be in accordance with the ASI Bylaws and Codes and the policies of the university.
- 11.2 In the event of conflict or discrepancy, it is the intent of this organization to abide by the rules and regulations established in the Kappa Kappa Psi Western District Constitutions and the Kappa Kappa Psi National Constitution.